ORCA
Quick Reference Guide

October 2004

Vendor Instructions

1. Prepare for registration:

Before you can enter ORCA you must:
- Have an active registration in Central Contractor Registration (CCR)
- Have the MPIN from your active registration
- Know your DUNS number

Registration in CCR: Before entering ORCA you must have an active registration in CCR. To determine if you have an active registration visit CCR's homepage at www.ccr.gov and click on "**Search CCR**" found on the left side of your screen. If you do not have an existing active registration in CCR then complete one at the same website before beginning your ORCA records. Reminder: There is no cost involved and it should take approximately 30- 45 minutes to finish and submit.

Marketing Partner Identification Number (MPIN): The Marketing Personal Identification Number (MPIN) is a 9-digit code containing at least one alpha character and one number (no special characters or spaces). The MPIN is created, by you, in your company's CCR record and acts as a password for other various government systems, including ORCA. The MPIN is the last data field in the "**Points of Contact**" section of the CCR registration. Once you've entered your new MPIN into CCR, it will take 24-48 hours to update. After that, you can begin your registration in ORCA. Go to www.ccr.gov if you need more information on setting up your MPIN.

*Data Universal Numbering System (DUNS) Number: The Data Universal Numbering System (DUNS) number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Call D&B at 1-866-705-5711 if you do not have a DUNS number. The process to request a DUNS number takes about 10 minutes and is free of charge. If you already have a DUNS number, the D&B representative will advise you over the phone.

2. How to Enter Your Application

If you are familiar with the current Representations and Certifications this application should take no more that 20 – 30 minutes to complete.

- Start at www.bpn.gov/orca

- Enter your DUNS number and MPIN, click **"Submit"**
    - Please note that after 20 minutes of inactivity on one page your registration will time out and all data will be lost.
    - Reminder: The MPIN takes 24-48, after registration in CCR, to be updated in ORCA.

- If you entered a valid DUNS number/MPIN combination your existing information from CCR is pulled and displayed for your review.

- Review the displayed CCR information. If correct, click **"Continue".**
    - o If the CCR data is incorrect then visit www.ccr.gov and update your registration. Reminder: updates to CCR take 24-48 hours to complete and be displayed on ORCA.

- Enter your ORCA POC. Click **"Continue".**

- Questionnaire begins. All questions must be answered in order to continue. Click **"Continue"** when finished.
    - o In any questions that requires text to be entered be sure to click "**Add**" so the information will saved in the questionnaire.
    - o In a few places throughout the questionnaire, you may find questions are marked with 'Reserved'. As a result of certain company information provided in your CCR record the question normally asked is no longer applicable to you.

- Review your answers by reading your information in context of the full FAR provisions. If you would like to make any changes click on the check box or 'return to questionnaire' to be brought back to the original question. When finished making the changes click **"Continue"** to get finish reviewing the full provisions.
    - o Remember to review and click the check boxes on the read-only clauses of 52.203-11, 52.227-6, and 52.222-38. These are the first three clauses on the review page.

- When satisfied with all your answers, scroll to the bottom of the screen and be sure to certify that your answers are true by clicking the time/date stamp check box. When finished, click **"Submit Certification".**

- If desired, download a PDF copy of your completed Reps and Certs record for you files.
    - o Please note that the information stored in an active ORCA record is considered unrestricted and is searchable by the public using the DUNS number.
    - o No record is deleted from ORCA so there is no requirement to download a copy of your record. You can search the ORCA database at anytime to view archived records.

An email notification will be sent to the POC once the ORCA record has been successfully submitted. ORCA records are to be updated when necessary but at least annually to ensure they are kept current, accurate and complete. The record is active for 365 days from date of submission or update. The POC will also be reminded, via email, of the renewal requirement 60 days, 30 days and 15 days prior to the records expiration.

3. How to Renew or Change an Active Record

Your Responsibilities:
- You are responsible for ensuring the accuracy of your registration. You must use your DUNS number in conjunction with your MPIN number when making and/or requesting any changes to your profile.

- You are responsible for updating your information as it changes

- You must renew your record at least once a year. If you do not renew your record it will expire. An expired registration may affect your ability to conduct business (receive contract awards) with the government.

To initiate any changes or renew your record:

Changes can be made to your record by:

1. Go to ORCA's homepage at www.bpn.gov/orca
2. Enter your DUNS number and MPIN then click "**Submit**".
3. On the CCR information page click on "**Update Previously Completed Record**."
4. Make the necessary changes to your answers on the Questionnaire then click the "**Continue**" button. Review your answers in context of the full provision and when finished click "**Submit Certification**" on the FAR provisions page to activate the changes.
   - Remember to review and click the check boxes on the read-only clauses of 52.203-11, 52.227-6, and 52.222-38. These are the first three clauses on the review page

To submit a renewal with no changes, follow the same steps listed above with the exception of making changes to your information. Reminder: you must click "**Continue**" off of the Questionnaire page and "**Submit Certification**" to activate the renewal, even if none of your information has changed.

If you are unsure of when your record expires you can view a read-only copy that contains the "**Date of Submission**" by:

1. Go to ORCA's homepage at www.bpn.gov/orca and click on "**Search**" then "**Current Search**".
2. Enter your DUNS number then click "**Search**".
3. Add 1 year to the "**Date of Submission**" listed to determine your expiration date.